

BUSINESS ADMINISTRATION 500

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Administrative Procedure 500

AP 500 - BUDGET

Background

The Director presents an annual operating and capital budget to the Board for its approval.

The annual budget is to reflect the Board's budget principles and guidelines as established by the Board and Director annually. The vision, mission, values, guiding principles and goal statements as detailed in the Division's strategic plan guide the establishment of these principles and guidelines.

With respect to the ongoing financial operations of the Division, the Director is not to cause or allow the development of fiscal jeopardy, or material deviation of actual expenditures from Board priorities as established in the annual budget. In preparing the annual budget the Director is responsible for ensuring that a process involving consultation is undertaken.

The Board establishes in its capital budget a five-year planning approach for capital construction.

Procedures

1. The Director directs the preparation of the budget. The Director guides and supervises activities and personnel in the budget process and coordinates educational and financial planning.
2. The standard revenue and expenditure classifications as prescribed by the Province of Saskatchewan are to be used.
3. The general expectations are that expenditures are not to exceed the amount budgeted in the major expenditure classification:
 - 3.1 Monies from a capital fund are to be extended only for the purpose for which the fund was established.
 - 3.2 The Director may approve emergency expenditures up to an amount of one hundred thousand dollars (\$100,000) in excess of budget. Emergency expenditures in excess of one hundred thousand dollars (\$100,000) require Board approval on recommendation of the Director.
 - 3.3 The Director may approve change orders with a value up to twenty thousand dollars (\$20,000). Change orders in excess of twenty thousand dollars (\$20,000) require Board approval on recommendation of the Director.
4. The budget appropriation for each classification constitutes authorization for making expenditures for that item up to the amount budgeted.

5. Decentralized expenditures are determined annually. Principals are responsible for the effective control of expenditures within the budgetary limits established for their school.
6. The Secretary-Treasurer, in consultation with the Director, is to initiate procedures to accomplish all planned undertakings and continuous monitoring of the budget.
7. The Secretary-Treasurer is responsible for managing budget control and for the preparation of monthly reports to the Board through the Director.
8. The Secretary-Treasurer is responsible for the determination and management of capital, plant operations, maintenance, and student transportation services budgets, processing budget data, developing the budget document, and preparing the budget for presentation to the Director and to the Board.
9. The Superintendent of Student Services, Superintendent of Human Resources, Superintendents of Curriculum and Instruction, Supervisor of Transportation and the Supervisor of Facilities are responsible for the determination and management of the budget for operational items as directed.

10. Calendar

Attempts are to be made to meet the following target dates in the development of the budget. The dates are subject to minor changes due to receipt of data from other agencies.

10.1 March 1 to April 15

Request to principals for:

- 10.1.1 Additions to and Changes in Program Offerings
- 10.1.2 Enrolment Projections
- 10.1.3 Staffing Requirements
- 10.1.4 Current Fiscal Requirements
- 10.1.5 Exceptional Requests
- 10.1.6 Five-Year Capital Plan

10.2 March 15 to March 31

- 10.2.1 Receive Grant Data from Saskatchewan Learning

10.3 April 1 to May 31

- 10.3.1 Prepare Financial Forecast – Budget Guidelines
- 10.3.2 Establish Enrolment Projections
- 10.3.3 Establish Staffing Requirements
- 10.3.4 Prioritize Requests
- 10.3.5 Determine Mill Rate – Notify Taxing Authorities

- 10.4 September 1 to October 15
 - 10.4.1 Prepare Preliminary Budgets
 - 10.4.2 Prepare for annual audit
- 10.5 October 16 to November 30
 - 10.5.1 Prepare Final Budget
 - 10.5.2 Adopt Final Budget
 - 10.5.3 Submit Final Budget to Regional Director
 - 10.5.4 Communicate Budget to School Personnel and Community

11. Decentralized Funding Allocation

- 11.1 The Director will present annual decentralized and school budget appropriation to schools as part of the annual budget for approval by the Board.
- 11.2 The decentralized and school budget funding appropriations are to be structured to reflect the educational priorities of the Division and of the particular school.
- 11.3 The decentralized and school budget allotments to schools are to be determined by formulae based on September 30 enrolments.
- 11.4 Principals may access financial information through their web portals.
- 11.5 Principals are to plan to carry forward an amount not greater than plus or minus twenty percent (20%) of the annual allocation. Exceptions may be made to accommodate the purchase of more expensive items.

12. Capital Budget

- 12.1 The Secretary-Treasurer and Supervisor of Facilities are to produce and maintain a five-year school facilities construction plan in accordance with Administrative Procedure 540 – Facilities Planning.
- 12.2 The five-year school facilities plan is to be an integral part of the annual budget process.
- 12.3 The Director, in consultation with the Senior Leadership Team, is to recommend annually the five-year plan for Board approval. The plan is to include:
 - 12.3.1 Changes in educational programming and services.
 - 12.3.2 Projected population and enrolment shifts.
 - 12.3.3 Review of assets and borrowing capacity.
 - 12.3.4 Setting of priorities.
 - 12.3.5 Estimated costs.

Reference: Sections 85, 87, 108, 109, 110, 278, 279, 281, 282 Education Act

Administrative Procedure 501

AP 501 - STAFF ALLOCATION

Background

The Division is committed to engaging the highest quality employees available. It recognizes the need to provide strong teaching and non-teaching staff in sufficient numbers to meet the needs of students and their schools.

This recognition must be balanced annually against the resources available to the Board for this component of the budget.

Procedures

1. A staffing component will be developed annually by the Director for Board approval as part of the annual budget process.
2. The component will include considerations for teaching and non-teaching staff, as well as contract obligations with various employee groups.
3. Superintendents, supervisors, and principals are to use the approved component in determining staff allocation for each school and work centre including bus drivers.
4. Approvals for any increase in staff numbers beyond those provided in the annual budget allocation are to be made by the Director.

References: Sections 85, 87, 108, 109, 110 Education Act

Administrative Procedure 505

AP 505 - STUDENT FEES

Background

Schools in the Division may levy student fees to defray costs in maintaining special programs and services for students.

Procedures

1. Where the Principal approves the use of materials or supplies not purchased by the Division, he or she may collect money from the students to cover the costs of such materials. A record of revenue and expenditures shall be maintained at the school. A clearly communicated list of fees shall be issued to parent(s)/guardian(s) as early as possible in the school year.
2. The School Community Council shall advise the Principal and approve these school fees.
3. Where the Principal approves school-related activities which are not funded by the Division, he or she may collect money from the students to cover the whole or part of such costs.
4. The Board authorizes the collection of a reasonable sum for the purpose of recovery of costs associated with accidental or willful damage to school property (accidental and willful will be defined by the Principal). The Principal shall assess costs and attempt to recover the full amount from the student(s) and parents/guardians. All money shall be remitted to the Secretary-Treasurer with a statement of loss and the amount charged.
5. Receipts shall be issued for all monies twenty dollars (\$20) and over collected from students or their parents or guardians pursuant to this administrative procedure. Parents may be issued receipts for a lesser amount if they so request. Financial records of student fees and assessments will be kept at the main school office and be available to the Director. All financial records may be subject to third party verification.

Reference: Sections 85, 87, 108, 109, 142, 150, 171, 173, 175 Education Act

Administrative Procedure 506

AP 506 - PURCHASE OF SERVICES: TUITION FEES

Background

The Division contracts for educational services and pays tuition fees for students when it is not feasible or practical to provide the services within the Division.

Procedures

1. The Director may purchase services from other institutions and Divisions when the Division is unable to provide a specific program or service for a student with special needs. Such service or program is to be consistent with those provided in accordance with Saskatchewan Learning regulations and policies.
2. The Director may purchase service from another Division when lack of classroom space or geographical location necessitates transportation to another Division.
3. All services purchased in accordance with this administrative procedure are to be reported to the Secretary-Treasurer, who is responsible for payment of the service.

Reference: Sections 85, 87, 108, 109, 176, 186 Education Act

Administrative Procedure 510

AP 510 - FUND ACCOUNTING

Background

The Division maintains provisions for a separate operating fund, capital fund and reserve fund for monies that are externally restricted in terms of use.

Definitions

The operating fund contains the current revenue, expenditure, assets and liabilities pertaining to the general operations of the Division.

The capital fund contains the capital assets, which are property and equipment, other capital related assets, long-term debt, transactions relating to the capital fund activities and the equity in capital fund assets.

Reserve funds contain the assets, liabilities, transactions and fund balances of reserves that have been designated by the Division for anticipated future costs of planned projects. Reserves are created by authorization of the Board. Contributions to and expenditure from, reserves are made in accordance with terms and conditions established by the Board.

Trust funds will be maintained and will contain the assets, liabilities transactions and fund balances from donations and other contributions that are administered by the Division for scholarships and bursaries benefiting students of the Division.

Procedures

1. Responsibility
 - 1.1 The Secretary-Treasurer is responsible for maintaining and managing the Division's fund accounting and making recommendations to the Director regarding the allocation of Division proceeds.
2. Reserves Planning
 - 2.1 A reserve for operating expenditures may be established on recommendation to the Board.
 - 2.2 A reserve for capital expenditure may be established on recommendation to the Board. The purpose of the reserve is to fund:
 - 2.2.1 The purchase of land,
 - 2.2.2 New buildings,
 - 2.2.3 Renovations and additions,
 - 2.2.4 Furniture, equipment and supplies,
 - 2.2.5 Major building repairs,

- 2.2.6 Replacement of equipment, and
 - 2.2.7 Anticipated future salary costs.
 - 2.3 Other reserves may be established from the proceeds of the disposal of land and buildings as required by the Minister of Learning.
 - 2.4 The annual contributions to, and transfer from, reserves is to be approved by the Board annually in conjunction with the adoption of the budget.
3. Trust Funds
- 3.1 The Secretary-Treasurer is authorized to receive donations for the purpose of establishing scholarships and student bursaries. Funds are to be held in trust for the purposes intended.
 - 3.2 The Secretary-Treasurer is to make every effort to comply with the conditions specified by the donor.
 - 3.3 Provisions shall be made to hold funds in trust by the Division for purposes other than student scholarships and bursaries.

Reference: Sections 85, 87, 108, 109, 110, 286 Education Act

Administrative Procedure 511

AP 511 - ACCOUNTING GUIDELINES

Background

The Division follows the accounting procedures for school divisions as required by the Education Act and Saskatchewan Learning policies and directives.

To the extent applicable, the Division is to use the accrual method of accounting for revenues and expenditures.

Procedures

1. Accounting System

The accounting system must make it possible to:

- 1.1 Provide an accurate record of all financial transactions of the Division,
- 1.2 Produce meaningful and timely interim and annual financial reports,
- 1.3 Show compliance with legal requirements, and
- 1.4 Provide a basis for safeguarding the financial resources of the Division.

2. Chart of Accounts

The chart of accounts within each fund is to be consistent with the requirements of Saskatchewan Learning, and where applicable with Generally Accepted Accounting Principles (GAAP).

3. Reporting

- 3.1 Financial reports are to be prepared monthly to reflect financial operations, the current condition of the budgetary accounts, and other information necessary to monitor operations.
- 3.2 An audited financial statement is to be prepared as of August 31 in each year and presented to the Board for approval within the timeframes provided in the Education Act. Following Board approval, the audited financial statement is available to the public.
- 3.3 Principals shall submit an annual financial report of all school generated funds and accounts related to co-curricular, extracurricular or student governance activities in a format prescribed by the Secretary-Treasurer. See Administrative Procedure 512 – Financial Accountability for School Generated Funds.

Reference: Sections 85, 87, 108, 109, 110 Education Act
Public Accounts Regulations

Administrative Procedure 512

**AP 512 - FINANCIAL ACCOUNTABILITY FOR
SCHOOL GENERATED FUNDS****Background**

The financial affairs of the Division must be managed in a manner that demonstrates prudence and planning. All schools will keep verifiable records of school generated funds as they form an integral part of the Division's commitment to financial accountability.

Procedures

1. All department accounts, co-curricular and extracurricular accounts and student governance accounts are part of the total financial package the school must report to the Division on an annual basis. See Administrative Procedure 511 – Accounting Guidelines.
2. The Principal will develop procedures to ensure an annual financial report of all funds and accounts for the period of September 1 – August 31 related to the school is filed with the Division by September 30 of each year.
3. Each Principal will file financial records of school generated funds to the Division in the format prescribed by the Secretary-Treasurer.
4. Each school may be the subject of an internal or external audit of funds and accounts at the discretion of the Secretary-Treasurer.

Reference: Sections 85, 87, 108, 109, 110 Education Act
Public Accounts Regulations

Administrative Procedure 513

AP 513 - INVENTORY MANAGEMENT

Background

The Division is required by the Education Act to prepare and regularly maintain an inventory of its assets sufficient for the purposes of property control and financial planning. Such planning includes consideration for placing insurance, replacing damaged equipment and the disposal of property.

Procedures

1. Inventory
 - 1.1 The Secretary-Treasurer is responsible for developing procedures for maintaining inventories.
 - 1.2 The inventory is to be updated annually, as required by the insurance company, using an independent appraisal source.
2. Replacement and Repair
 - 2.1 The Secretary-Treasurer is to provide direction and procedures for the replacement and repair of school property.
 - 2.2 Procedures for the replacement and repair of school property incurred by careless or willful acts are to be in accordance with Administrative Procedure 547 – Break-In, Theft and Vandalism.
3. Disposal of Property
 - 3.1 Property or material that has no further value to the Division is to be disposed of in a manner that provides maximum benefit to the Division.
 - 3.2 The Secretary-Treasurer, in consultation with the appropriate superintendent, manager, supervisor, or principal, will determine what is surplus, obsolete, or worn out property.
 - 3.3 The Secretary-Treasurer may use the following methods to dispose of school property other than lands and buildings:
 - 3.3.1 Public Auction

An auction is to be used when a sizable accumulation of surplus property is available.
 - 3.3.2 Tenders

Competitive bidding is to be used when the quantity, type or location of the surplus supplies will not encourage attendance at a sale:

 - 3.3.2.1 The Division advertises the sale of property and requests sealed bids

- 3.3.2.2 Property is offered for sale “as is” and “where is”
 - 3.3.2.3 The Division makes no warranty
 - 3.3.2.4 Property is available for inspection
 - 3.3.2.5 Any expense involved in picking up of the properties is borne by the successful bidder
 - 3.3.2.6 The Division reserves the right to reject any or all quotations
 - 3.3.2.7 Bids may be required to be accompanied by a deposit,
 - 3.3.2.8 Property is awarded to the highest bidder.
- 3.3.3 Trade-In
- Surplus equipment may be traded in if the trade-in value is expected to exceed the value estimated to be obtained in a sale.
- 3.3.4 Salvage or Disposal
- If the property is of insufficient value to defray the costs of sale, it may be disposed of by selling for salvage value. Property may be disposed of if it has no material value.
- 3.4 Proceeds from sales will be credited to the general funds of the Division.
- 3.5 Disposal of lands and buildings is a responsibility of the Board. The Board may direct the Director to lease, sell, transfer, or exchange any of its lands or buildings subject to the provisions of the Education Act.

Reference: Sections 85, 87, 108, 109, 110, 119, 347, 348 Education Act

Administrative Procedure 515

AP 515 - PURCHASING

Background

Purchases of materials, supplies, and equipment by the Division are to be made in accordance with principles and procedures designed to acquire best value for the Division.

Definitions

The following definitions are cited to ensure consistent interpretation:

Formal Tender – A process requiring the tender to be advertised in the local newspaper(s) and tender opening to be made publicly.

Request for Proposal – A formal process for obtaining offers from competing organizations and evaluating those proposals against stated requirements, using a predefined evaluation process and a predefined set of evaluation criteria in which price is not the only factor.

Written Quotation – A process requiring selected vendors to submit written quotations, not required to be opened publicly.

Local Purchase Order – A legal contract between the Division and a vendor that gives the vendor authority to ship and charge for the goods specified in the order.

Standing Order – A contract that provides for a vendor to supply specified products or services for a specified period of time with actual requirements to be determined, requested and delivered when and as required.

Purchasing Card – A credit card offered by a lending institution and authorized for use by the Director to certain employees of the Division for the purchase of business related goods and services. The purchasing card program is administered by the Secretary-Treasurer and card payments are guaranteed by the Division.

Procedures

1. Formal tendering is required when:
 - 1.1 The Director, or designate deems it to be in the best interests of the Division;
or
 - 1.2 It is a requirement of the Education Act.

2. A formal request for proposal process is used when the purchase is not solely a product or commodity, but is more in the nature of a solution to a problem or need where the solutions are expected to be quite varied and/or difficult to evaluate, or cost is not the only selection criterion.
3. A minimum of three (3) written quotations are to be requested when:
 - 1.3 The value of the item is expected to be between five thousand dollars (\$5,000.00) and twenty thousand dollars (\$20,000.00); or
 - 1.4 The Director or designate deems it to be in the best interests of the Division.
4. Goods and services up to an aggregate cost of five thousand dollars (\$5,000.00) may be purchased directly by budget managers utilizing a local purchase order or a purchasing card. Goods and services obtained through the formal tender process are excluded from this authority.
5. It is expected that all requirements for goods and services purchased through the formal tender process will be ordered by the schools and all Division sites at the time of the formal tender.
6. The lists of goods and services to be obtained through the formal tender process is to be subject to an annual review to determine items of inferior quality and/or items to be added or deleted.
7. The Secretary-Treasurer has the lead responsibility for conducting formal tenders.
8. In those cases where the tender or quotation process is utilized, consideration is to be given to process, quality and the supplier's reputation, as evidenced by previous performance and service.
9. Where no competitive supply market exists, or it is considered in the best interests of the Division, purchasing practices are to employ such value analysis and negotiation methods considered appropriate for obtaining acceptable materials at the lowest possible price.
10. All goods and services purchased are to be obtained through the use of an approved purchasing process with the exception of small goods and services purchased by means of petty cash funds, local purchase orders or purchasing cards.
11. Purchasing processes, forms, and services are to be utilized only for authorized Division business.
12. No Division employee utilizing purchasing processes is to accept any gift or benefit, whether in the form of goods, services, loans, or favours, from any individual, organization, or corporation which is interested directly or indirectly in dealings with the Division, subject to normal exchange or hospitality between persons doing business together.

13. Responsibilities and Authorities

- 13.1 The Secretary-Treasurer is responsible for purchasing practices and procedures.
- 13.2 The Secretary-Treasurer has the authority to revise requisitions according to established standards, provided such revisions are discussed with the requisitioner.
- 13.3 Purchases may be authorized only by budget managers in the person of the Director, Secretary-Treasurer, superintendents, managers, supervisors, coordinators, principals, consultants and other designated managers

Reference: Sections 69, 85, 108, 109, 110, 344, 349, 352, 354, 355 Education Act
Annex 502.4 Agreement on Internal Trade

Administrative Procedure 516

AP 516 - PAYMENTS

Background

Payments to persons, vendors, institutions and agencies having provided goods or services to the Division are to be made in accordance with prevailing business practices.

Procedures

1. Pay Day Schedules
 - 1.1 Direct deposit of salary payments of regular teachers are to be issued in accordance with the provisions of Local Collective Bargaining Agreements.
 - 1.2 For all other regular employees direct deposits of salary payments are to be issued on the twenty-second day of each month or the last working day prior to the twenty-second day of each month.
 - 1.3 For substitute and other staff, direct deposits are issued upon receipt of appropriate documentation.
2. Compensation for Expenses
 - 2.1 The Secretary-Treasurer is responsible for publishing annually a schedule of rates and conditions governing the compensation of employees for expenses incurred related to their authorized duties.
 - 2.2 Provision for payment of expenses is to be made in a timely manner following receipt of the appropriate application or forms for the funds.
3. Vendors
 - 3.1 Payments are to be made in accordance with prevailing business practices to vendors who have provided goods or services to the Division.
 - 3.2 The general practice for payment of accounts for commercial vendors is to be net thirty (30) days, that is, payment within thirty (30) days of the invoice.
 - 3.3 Every reasonable effort is to be made to take advantage of cash discounts for early payment offered by certain vendors or to avoid financial penalties for late payment.
 - 3.4 Exceptions to the procedures are to be made only in extenuating circumstances by the authority of the Director or the Secretary-Treasurer.
 - 3.5 With the exception of subscriptions and similar reference materials, advance payment to vendors or suppliers shall not be made unless it is of obvious financial advantage.
 - 3.6 Payment will occur after the relevant budget manager has certified, by signature, satisfactory receipt of goods and services, coded the invoice, and the relevant pre-audit has been undertaken.

4. Petty Cash

- 4.1 Petty Cash funds are to be administered by the Principal.
- 4.2 Petty cash funds are not to exceed five hundred dollars (\$500.00).
- 4.3 Petty cash funds are to be used solely for payment of postage, minor office supplies, consumables, and other incidentals as may be necessary from time to time. Petty cash funds may not be used to purchase equipment. Except in extenuating circumstances, no single purchase other than postage or express charges made through the use of petty cash is to exceed one hundred dollars (\$100.00)
- 4.4 All purchases are to be supported by appropriate receipts and invoices.
- 4.5 Petty cash funds are to be replenished upon receipt of a properly executed requisition with the required invoices and receipts attached.
- 4.6 Petty cash funds are subject to audit at any time.

5. Honoraria

- 5.1 Honoraria may be paid to individuals contributing to institutes, seminars or workshops who are not employees of the Division.
- 5.2 The honorarium is to appropriately compensate for the expertise and time of the resource person and is to reflect the industry standard.
- 5.3 Individuals may be reimbursed for travel, meals and accommodation, as required.
- 5.4 Payments of honoraria are to be approved by the Director or designate.

Reference: Sections 69, 85, 108, 109, 110, 344, 349, 352, 354, 355, 368 Education Act
Annex 502.4 Agreement on Internal Trade
Collective Agreements

Administrative Procedure 520

AP 520 - FUNDRAISING ACTIVITIES IN SCHOOL

Background

The Division strives to have the costs of school programs covered through the budget allocation process. However, schools may engage in activities that benefit students but fall outside the normal realm of program funding. In these instances the Division recognizes that schools may engage in fundraising activities.

Procedures

1. The Principal, in consultation with staff and if appropriate student leaders, shall develop procedures to guide fundraising activities in a school.
2. Fundraising projects shall be conducted in accordance with municipal and provincial regulations.
3. When a community has more than one school, those schools are to cooperate in developing a scope and sequence of fundraising activities they propose to conduct.
4. Before undertaking any fundraising activity, the school is to be sensitive to the community, its businesses and its residents.
5. Fundraising projects are not to detract from instructional time.
6. Proposed fundraising activities will be reviewed by the School Community Council.
7. Final approval for fundraising activities in a school rests with the Principal.
8. Monies generated by a school's fundraising projects are subject to the recording, accounting and auditing process noted in Administrative Procedure 512 – Financial Accountability for School Generated Funds.

Reference: Sections 85, 87, 108, 109, 110, 175 Education Act

Administrative Procedure 525

AP 525 - ADVERTISING AND CORPORATE SPONSORSHIPS

Background

The Division supports educational partnerships and sponsorships between schools and the business/corporate community.

Procedures

1. The relationship must reflect the guidelines for business education partnerships established by the Conference Board of Canada. See the Appendix to this administrative procedure.
2. Any sponsorships, accepting of materials or donations must be consistent with the Division mandate, mission, values, guiding principles and other Board policies and administrative procedures.
3. Decisions with respect to which materials/initiatives may be distributed to students and staff members shall be made by the Principal in consultation with the Director.
4. Sponsorship and partnerships must be consistent with regulations of provincial organizations responsible for governing student and staff activities.
5. Record keeping procedures for acquired funds, grants and donations shall follow routines established by the Secretary Treasurer.

Reference: Sections 85, 87, 108, 109, 110, 175 Education Act
Ethical Guidelines for Business Education Partnerships

Administrative Procedure 525 – Appendix

Ethical Guidelines for Business–Education Partnerships

Business–education partnerships are mutually beneficial relationships between employers and educators that are designed to enhance learning for students and other learners. They may involve other education stakeholders as partners, including students, employees, parents, communities, labour, and government organizations. Most business–education partnerships are co-operative relationships in which partners share values, objectives, human, material or financial resources, roles and responsibilities in order to achieve desired learning outcomes.

Canadian employers and educators support business–education partnerships that:

- Enhance the quality and relevance of education for learners
- Mutually benefit all partners
- Treat fairly and equitably all those served by the partnership
- Provide opportunities for all partners to meet their shared social responsibilities toward education
- Acknowledge and celebrate each partner's contributions through appropriate forms of recognition
- Are consistent with the ethics and core values of all partners
- Are based on the clearly defined expectations of all partners
- Are based on shared or aligned objectives that support the goals of the partner organizations
- Allocate resources to complement and not replace public funding for education
- Measure and evaluate partnership performance to make informed decisions that ensure continuous improvement
- Are developed and structured in consultation with all partners
- Recognize and respect each partner's expertise
- Identify clearly defined roles and responsibilities for all partners
- Involve individual participants on a voluntary basis



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This document was developed by the Business–Education Partnerships Forum, a program of the National Business and Education Centre, The Conference Board of Canada.

Administrative Procedure 530

AP 530 - INSURANCE

Background

The Division provides continuous property and liability insurance as required by the Education Act.

Procedures

1. Responsibility
 - 1.1 The Secretary-Treasurer is responsible for insurance management functions of the Division.
2. Specifications of Insurance Coverage
 - 2.1 All specifications for the procurement of insurance are to be consistent with the Division's schedule of insurable values and guidelines for placing insurance:
 - 2.1.1 Appraisal of buildings and contents
 - The services of a professional appraisal firm is to be retained to establish insurable values.
 - The appraisal is to be current and updated on an annual basis.
 - Coverage for schools and Division facilities is to be one hundred (100%) of replacement value, less non-insurable or excluded items.
 - 2.1.2 Liability insurance is to indemnify the Board and its employees in respect to claims for damages to property or for personal injury or death arising from any activity or service authorized by the Division.
 - 2.1.3 Student accident insurance is to assist in indemnifying guardians when a student or staff member is injured in a school sponsored activity.
 - 2.1.4 Exclusions and limitations
 - Personal belongings - Staff and parents are advised to carry personal all-risk coverage for personal belongings.
 - Teachers or parents transporting students in leased vehicles are to be informed that it is recommended that they have third party liability insurance in the amount of at least two million dollars (\$2,000,000). See Administrative Procedure 557 – Transportation in Private Vehicles.

3. Loss or Damage

- 3.1 When any property covered by insurance is lost, damaged or destroyed, a notice and details concerning the loss is to be sent to the Secretary-Treasurer.
- 3.2 Procedures in terms of willful damage are to be followed in accordance with Administrative Procedure 547 – Break-Ins, Theft and Vandalism.

Reference: Sections 85, 87, 108, 109, 110, 232 Education Act

Administrative Procedure 531

AP 531 - STUDENT ACCIDENT INSURANCE**Background**

The Division shall provide accident insurance coverage for all enrolled students for their presence during the school day and for school related activities.

The Division may consider applications from insurance agents to provide additional student accident insurance coverage.

The Division accepts no responsibility for this level of student accident insurance and does not exercise any control over the administration of the insurance plan.

Procedures

1. The Director may permit the distribution to students of commercially available plans, but neither teachers nor principals will be accountable for fee collection from students.

Reference: Sections 85, 87, 108, 109, 110 Education Act

Administrative Procedure 540

AP 540 - FACILITIES PLANNING

Background

The Division recognizes that it is responsible for providing the highest quality facilities possible in order to meet its mission, vision and guiding principles.

The Director or designate is responsible for the regular operation and orderly development of Division facilities. The Director is responsible for preparing and maintaining a five (5) year plan. The five (5) year plan will include forecasting expenditures anticipated for new school buildings, major renovations and other major renovations for which borrowing of funds may be necessary.

The five year plan is reviewed and approved annually by the Board (November 30). Specific buildings projects are approved by the Board.

Procedures

1. The five year plan is maintained by the Facilities Manager in consultation with the Secretary-Treasurer and the Director.
2. The plan is to include:
 - 2.1 Demographic review and enrollment analysis.
 - 2.2 Current or proposed constructions.
 - 2.3 Current or proposed additions.
 - 2.4 Current or proposed alterations and reconstruction.
 - 2.5 Major repairs.
 - 2.6 Estimated costs.
3. Plans for renovations, upgrades and new construction are to be developed with input from the local teaching staff and the respective School Community Council.
4. Saskatchewan Learning Facilities Guidelines and Policy must be considered in completing the five year plan.

Reference: Sections 85, 87, 108, 109, 110, 343, 344, 345, 350 Education Act
Regulations 77, 79

Administrative Procedure 541

AP 541 - MAINTENANCE, INSPECTION AND SAFETY

Background

Maintenance, inspection and safety of the Division facilities are vitally important functions of the Division. It is through the ongoing duties of Division personnel that the Division is able to plan and monitor its facilities. This is done to meet the needs of students, staff, volunteers and the public.

Procedures

1. Principals and maintenance staff shall regularly inspect school equipment, buildings and grounds for possible unsafe conditions.
2. The Manager of Facilities is to arrange safety training as required by provincial legislation including the Occupational Health and Safety Act and Regulations.
3. The Principal is responsible for the ongoing supervision and monitoring of the school's general maintenance. This includes the school building, school grounds and equipment.
 - 3.1 The Principal is to establish procedures with the caretaker to handle minor repairs at the local level and refer major items to the Facilities Manager.
 - 3.2 The Principal is to submit recommendations for facility repair and minor renovations to the Manager of Facilities for consideration in the Board's budget process.
4. Responsibility of Caretakers:
 - 4.1 The major responsibilities are defined in the job role as described in Administrative Procedure 480 Appendix – Position Descriptions Manual.
 - 4.2 Caretaking operations shall be under the direct supervision of the Principal in accordance with the Education Act and the local CUPE agreement.
 - 4.3 Caretaking services shall be under the direct supervision of the Manager of Facilities.

Reference: Sections 85, 87, 108, 109, 110, 116, 190 Education Act
Occupational Health and Safety Act
National Building Code
National Fire Code

Administrative Procedure 542

AP 542 - BUILDINGS AND GROUNDS SECURITY

Background

The Division recognizes the need for appropriate security practices and procedures in each of the Division's facilities.

The Division further acknowledges the needs for each school and community differ as a result of staffing, joint use agreements, hours of operation, special events, etc.

The Principal has the authority and responsibility of ensuring all buildings and grounds of the Division under his/her care are operated in a safe and secure manner.

Procedures

1. No person shall disturb or interrupt the proceedings of the school.
2. No person shall loiter or trespass in a school building or on property owned by the Division.
3. Security systems shall be installed and operated in schools and in other buildings owned by the Division as a deterrent to unauthorized entry.
 - 3.1 Security systems shall be improved, expanded, and upgraded as experience dictates and within budgetary provisions.
 - 3.2 The Caretaker, shall be responsible for the coordination and operation of the security system, and will act as a liaison between the security monitoring, security service and the police, in order to ensure optimum protection.
4. The Principal shall advise staff members that, should they discover a break-in or school vandalism requiring immediate attention, the Principal or Vice Principal is to be notified immediately.
 - 4.1 Upon reviewing the circumstances related to the break-in, theft or vandalism, the Principal is to notify the:
 - 4.1.1 Supervisor of Facilities,
 - 4.1.2 RCMP,
 - 4.1.3 Director,
 - 4.1.4 Caretaker, and
 - 4.1.5 Secretary-Treasurer.
 - 4.2 Where appropriate, the Principal shall, within three (3) school days after the incident, complete the Break-in or Damage Report in accordance with the instructions on the report.

5. Principals are to establish the level of access to grounds and/or buildings for each of their employees or users and to distribute keys and security access codes according to established procedures.
6. Distribution of keys to school staff members shall be restricted to the following:
 - 6.1 Master keys to exterior and interior doors shall be issued to the Principal and Vice Principal.
 - 6.2 Exterior entry door keys will be issued to staff members at the discretion of the Principal.
 - 6.3 Classroom keys may be issued to staff members at the discretion of the Principal.
 - 6.4 Keys to specialty areas will only be issued to staff members at the discretion of the Principal.
7. Grand master and master keys shall bear the mark "Do Not Duplicate." The caretaker shall arrange for duplicate keys to be cut when required.
8. An inventory of keys is to be maintained for each facility. The Principal shall verify in June of each year that all keys are accounted for in accordance with records.
9. Individuals are not to possess keys that have not been issued to them by the Principal.
10. Keys shall not be loaned to students or unauthorized persons under any circumstances.
11. Students may be admitted to school premises after normal school hours only under the supervision of a school staff member and with the knowledge and approval of the Principal.
12. Lost keys shall be immediately reported to the Principal.
13. Staff members are to return issued keys to the Principal upon leaving the Division or transferring to a position that no longer requires those keys.
14. The Principal shall conduct an ongoing education program with staff members to emphasize the responsibility for building security. This program is to receive particular emphasis at the beginning of each school year to ensure that new staff members are aware of security problems and requirements.
15. Security for the building (i.e., locking doors, turning out lights, and setting the alarm) is the responsibility of the last authorized individual to use the facility.

Reference: Sections 85, 87, 108, 109, 110, 116, 175, 231 Education Act

Administrative Procedure 543

AP 543 - CHEMICAL AND HAZARDOUS WASTE MANAGEMENT

Background

The Division believes it has a responsibility for the safety and physical protection of its staff members and students.

Principals are expected to ensure that hazardous materials are handled safely by staff members. The Division will implement an effective chemical management plan that meets federal and provincial standards in each of its facilities.

Procedures

1. The Secretary Treasurer is responsible for establishing and maintaining a plan for the proper disposal and storage of chemicals and hazardous waste in all areas of the school system operation, including instructional, custodial/maintenance, clerical support, transportation and others.
2. Principals are responsible for ensuring the appropriate purchase, proper storage and safe usage of chemicals used in instructional activities.
3. Herbicides and pesticides may only be applied on non-operational days. The Principal shall ensure that the public is informed about where and when the application is to be made.
4. Mouse poison shall be limited to areas of the school which are secure from students.
5. The Principal shall provide staff members who are required to handle hazardous materials with instructions and the necessary written materials about health hazards of materials that they may be using in the workplace.
6. All staff members handling chemicals shall be familiar with the use of the chemical and thoroughly read the label on the container.
7. All staff members shall follow recommended procedures in handling chemicals.
8. All staff members handling chemicals shall be familiar with the first aid treatment of an accident as explained on the MATERIAL SAFETY DATA SHEET (MSDS).
9. All staff members handling chemicals shall be familiar with their responsibility regarding the reporting of a chemical related accident.

10. All staff members must be provided with instruction that is to include a description of all the mandatory and performance-oriented aspects of the WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) and the employer and employee responsibilities.
11. MATERIAL SAFETY DATA SHEETS (MSDS) must be obtained from the supplier with the purchase of each chemical considered to be a controlled product.
12. All chemicals not purchased across the shelf and so called controlled products must have a label which shows brand name, code name, or chemical name, appropriate hazard symbols and precautionary measures. The label must also be contained within a distinctive rectangular border.
13. A chemical transferred from one container to another container must be labelled with a workplace label that is in accordance with procedure 12 above.
14. Containers with damaged labels or labels that are accidentally removed or rendered illegible must be re-labelled with a workplace label.
15. The MATERIAL SAFETY DATA SHEET (MSDS) must match the chemical being used and contain the following information:
 - 15.1 Product identity [name of chemical(s)].
 - 15.2 Product ingredients [hazardous].
 - 15.3 Toxicity data.
 - 15.4 Physical data.
 - 15.5 Boiling/melting point.
 - 15.6 Vapor pressure/density.
 - 15.7 Solubility in water.
 - 15.8 Fire and explosion data.
 - 15.9 Flash point.
 - 15.10 Flammable limits.
 - 15.11 Fire extinguishing substances.
 - 15.12 Special fire fighting procedures.
 - 15.13 Reactivity data.
 - 15.14 Health hazard data.
 - 15.15 Spill, leak, misapplication, or accident procedures.
 - 15.16 Special protection information.
16. The MATERIAL SAFETY DATA SHEETS (MSDS) must be kept at each employer's workplace in easily identified binders which are visible to all staff members.

17. ALL MATERIAL SAFETY DATA SHEETS (MSDS) are to be updated at least every three (3) years or as soon as new information related to the hazardous material becomes available.
18. All obsolete chemicals must be disposed of through a company registered in Saskatchewan on a timely basis.
19. Principals shall be responsible for the safe handling of hazardous chemicals by all staff members in the schools.
20. Custodians shall be responsible for the safe handling of hazardous chemicals by caretakers.
21. Teachers shall be responsible for the safe handling of hazardous chemicals by aides or students.

Reference: Sections 85, 87, 108, 109, 110, 116, 175, 231 Education Act
Dangerous Goods Transportation Act
Occupational Health and Safety Act
Public Health Act

Administrative Procedure 544

AP 544 - ENVIRONMENTAL STEWARDSHIP

Background

The Division is committed to fostering policies, practices and educational programs which will protect and preserve the environment.

Procedures

1. The Division will endeavor to purchase "environmentally friendly" products which will provide the highest possible level of performance. The efficient use of energy and water will be guiding principles in all renovations, new construction and operations.
2. The Division encourages and supports initiatives to reduce, recycle and recover waste materials in all schools and departments.
3. The Division supports staff development initiatives designed to advance environmental awareness, environmental education and care for the environment within annual budget allocations for training and development.
4. Environmental education will continue to be incorporated into the content and methodology of the instructional program.
5. The Division will continue to promote local habitat conservation and improvement on all Division owned properties, where possible.

Reference: Sections 85, 87, 108, 109, 110, 175 Education Act
Occupational Health and Safety Act
Public Health Act

Administrative Procedure 545

AP 545 - COMMUNITY USE OF FACILITIES

Background

Facilities which are under the jurisdiction of the Division are available to community groups whose main purpose is promoting cultural, educational and recreational advancement in the community.

The use of these premises must not conflict with the school program. Rental and caretaking fees may apply.

Procedures

1. School use activities for which there will be no charge include:
 - 1.1 School/student sponsored activity in which a staff member is in charge.
 - 1.2 School Community Council meetings and activities.
 - 1.3 Board/Division/employee meetings and functions.
 - 1.4 Parent Association meetings and functions.
 - 1.5 Activities which revolve around school age children resident in the school community.
 - 1.6 Certain events designated for community benefit including Remembrance Day programs, patriotic events and emergency assistance situations.

In all of the above, appropriate arrangements for supervision and clean-up shall be made with the Principal of that school.
2. School use activities and meetings for which a caretaking fee may be charged include:
 - 2.1 Approved local community groups and recreation organizations.
 - 2.2 Groups sponsoring events for which no charge is made.
 - 2.3 Other meetings authorized by the Principal and School Community Council.
3. School use activities for which a rental and caretaking fee shall be charged:
 - 3.1 Groups and clubs which are service oriented and whose main function is to raise funds for their respective non-profit organizations.
 - 3.2 Elections.
4. Rental Rates and Charges (for classrooms and gymnasium)
 - 4.1 These are established by the School Community Councils and approved by the Board annually.

- 4.2 Charges for caretaking services are reviewed annually by the Board. These are also subject to the current CUPE agreement.
 - 4.3 All rates and charges are published in the Division's Schedule of Fees.
5. Application for Rental
- 5.1 Applications for the rental of school facilities shall be made to the Principal.
 - 5.2 The Principal shall where appropriate consult with school staff and the caretaker(s) regarding the use of school facilities.
 - 5.3 The Principal has the authority to approve applications, but must inform the Manager of Facilities of all approvals.
 - 5.4 In a disputed case, the request for use of school facilities shall be referred to the Board by the Secretary-Treasurer. This shall be done in a timely fashion and the Board's decision will be final.
 - 5.5 Collection of relevant fees is to be made at the school office where approval of the application is given. Fees are submitted monthly to the Secretary-Treasurer with a report of rental activity. Janitor costs are paid from the Division Office. The remaining funds are credited to the local school account.
6. Restrictions/User groups shall observe the following:
- 6.1 Smoking is NOT permitted in Division facilities.
 - 6.2 Alcoholic beverages and illicit drugs are NOT permitted in Division facilities.
 - 6.3 Adequate supervision by a responsible adult(s) must be provided.
 - 6.4 Admittance to a gymnasium is not permitted until the supervisor has arrived.
 - 6.5 Participants must wear footwear that is appropriate for the area being used.
 - 6.6 Participants are expected to take appropriate measures to keep the facility clean, tidy and free of damage.
 - 6.7 The user group must make provision for the security of the entire school facility during the period of time of their occupancy.
 - 6.8 The rooms and facilities used are to be left in the condition in which they were found.
 - 6.9 Failure to comply with the above rules and guidelines may result in the cancellation of the user group's rental privileges.
 - 6.10 In the event of damage to school facilities or equipment, the cost of repair and replacement will be the responsibility of the sponsors of the event.
 - 6.11 This administrative procedure allows for the provision of a joint-use facility agreement where applicable.

7. Liability Insurance

- 7.1 It is recommended that the lessee maintain, during the term of occupation of the rented premises, comprehensive, general liability insurance. (The Division liability insurance only provides coverage for school sponsored events where students and staff are involved and taking responsibility for the event).

8. Division Office Facilities

- 8.1 The Director may approve the use of Division Office meeting facilities for Division related groups.

Reference: Sections 85, 87, 108, 109, 110, 175 Education Act

Administrative Procedure 547

AP 547 - BREAK-INS, THEFTS AND VANDALISM

Background

In the event of a break-in, theft or vandalism, the Principal or designate shall report the incident immediately to the Manager of Facilities if necessary and to the R.C.M.P.

Procedures

1. The Principal or designate is to ensure that the building, equipment or property is secured.
2. The Principal shall forward a designated report to the Manager of Facilities. (See [Form 547-1](#))
3. The Secretary-Treasurer may instruct the Principal to proceed with replacement and repair of equipment.
4. The Manager of Facilities will consult with the Secretary-Treasurer regarding substantial construction or maintenance costs as a result of damage. This will be done in anticipation of further direction from the Director.
5. Where there is legal basis for claim that a student has been involved in the act of vandalism, the Principal, in consultation with the Manager of Facilities, may seek restitution. In the event of non-compliance, the matter may be referred to the Secretary-Treasurer for appropriate action.

Reference: Sections 85, 87, 108, 109, 110, 175 Education Act

Administrative Procedure 548

AP 548 - PLAYGROUND DEVELOPMENT**Background**

The Division encourages and supports the development of playgrounds at the local school level.

Procedures

1. The School Community Councils and other local community groups contemplating playground development shall work in conjunction with the Principal and the Facilities Manager.
2. A detailed development plan including a budget showing revenue sources and expenditures is to be presented to the Secretary-Treasurer.
3. Safety, equipment and access standards as detailed by the Manager of Facilities shall be adhered to.
4. Details of the actual improvement or construction involving tenders, purchasing and contracting services are to be in accordance with directives from the Division provided by the Manager of Facilities.
5. Any school ground development plan shall consider the effects of long term development and represent a safe condition for students.
6. At the completion of each project, the Manager of Facilities shall conduct an inspection and complete a written report to the Secretary-Treasurer.

Reference: Sections 85, 87, 108, 109, 110, 343 Education Act

Administrative Procedure 550

AP 550 - TRANSPORTATION SERVICES

Background

Administrative procedures for the provision of transportation services for the Division are to be in accordance with:

- The Education Act
- The Highways and Transportation Act
- The Traffic Safety Act

Procedures

1. To ensure access of students to, and regularity of attendance in the schools of the Division, wherever feasible the Division will provide transportation services to students who live more than two kilometers from the school of attendance.
2. In cases where it is not feasible to provide transportation, the Division reserves the right to make payments to parents in lieu of transportation. This rate is established by Saskatchewan Learning.
3. **Yard service will be provided to homes along provincial highways and major roads.**
4. The above services will be provided only if roads are in suitable condition for such services. It is the responsibility of the parents living on a bus route to have driveways in suitable condition.
5. Transportation or conveyance allowance within our Division, for non-resident students, will be provided only with approval of the Director. Normally this would be with the approval of another Division or jurisdiction and would usually be for programming reasons. The cost of this may be charged to the sending division or jurisdiction.
6. **Transportation will be provided for residences of the Northwest School Division to a school outside the designated attendance area with the Director's approval based on unique programming needs.**
7. Special arrangements may be made by resolution of the Board to extend a bus route beyond Division boundaries. Reimbursement for this service would be required.
8. Service will be provided in urban areas when approved by the Ministry of Education.

Reference: Sections 85, 87, 108, 109, 110, 121, 194, 195, 196, 197 Education Act
Highways and Transportation Act
Traffic Safety Act

Administrative Procedure 551

AP 551 - REGULAR STUDENT TRANSPORTATION

Background

The Supervisor of Transportation is responsible for the scheduling and routing of all bus routes in the Division. This shall be done in a consultative manner.

Procedures

1. Routes will be designed to eliminate as many turn around points as possible and to maximize the carrying capacity of each bus. No bus will be overloaded. Additional routes will be established only when the maximum carrying capacity of the existing route has been reached or is imminent.
2. Authorized bus stops will be located at convenient places where students may board and get off, cross highways and await the arrival of buses with the utmost safety permitted by road conditions. The following factors are to be considered:
 - 2.1 Avoid, whenever possible, the need for students to cross a main highway or major road to load or unload.
 - 2.2 Avoid, if possible, steep hills, sharp curves or switchbacks, narrow bridges, railway crossings, or any other hazardous situation that could affect the safety of the bus or students.
 - 2.3 Avoid turn arounds if possible; if required, the Supervisor of Transportation is to ensure that the parent/landowner provides turn arounds that are adequate in size and are properly maintained.
 - 2.4 Avoid, if possible, locating a bus stop on an active oil access road or industrial site.
3. The bus driver shall establish a schedule for his/her route within one (1) week of the beginning of school. The bus driver will arrange his/her schedule to ensure that the bus arrives at the school based on the times specified by the Supervisor of Transportation.
4. The driver shall also provide the Division with a phone number at which the driver can be reached in case of emergency.
 - 4.1 The bus driver has the responsibility to notify parents regarding time schedules and variations of time schedules.
 - 4.2 Maps, student lists and bus route information forms are to be returned to a Division Office by September 8.

Reference: Sections 85, 87, 108, 109, 110, 121, 194, 195, 196, 197 Education Act
Highways and Transportation Act
Traffic Safety Act

Administrative Procedure 552

AP 552 - TRANSPORTATION OF SPECIAL NEEDS STUDENTS

Background

The Division recognizes that both urban and rural students enrolled in the Special Education Programs in this Division may require special transportation considerations. On the recommendation of the Director, urban special needs students may be provided with transportation to and from school. The type of transportation provided will be determined by the Director in consultation with the Supervisor of Transportation. Such transportation shall be subject to approval by the Superintendent of Student Services.

Procedures

1. Before a decision is made to provide bus service to a special needs students, an assessment shall be made of the student's ability to ride the bus.
2. A conveyance form ([Form 552-1](#)) shall be completed.
3. The parents and bus driver shall be made aware of their respective responsibilities.
4. The bus driver shall be informed of any special medical or physical needs of the student.
5. The student shall be properly supervised (if necessary) so the driver can concentrate on driving safely. This is the responsibility of the parent to arrange adequate student supervision if possible.
6. If bus service is provided, there will be a review of the decision after a month trial period. This review will include consultation with the parents.
7. In the case of a lift being used in a bus, the following will apply:
 - 7.1 The parent shall provide any assistance the handicapped student requires outside the bus either for loading or unloading.
 - 7.2 Normally the bus driver will not leave the bus to assist with loading or unloading the special needs student.

Reference: Sections 85, 87, 108, 109, 110, 121, 178, 194, 195, 196, 197 Education Act
Highways and Transportation Act
Traffic Safety Act

Administrative Procedure 553

AP 553 - SCHOOL BUS SAFETY

Background

In compliance with the Education Act and Regulations, the Division shall provide transportation to eligible students in the Division. The safe transportation of students to and from schools is to be the primary concern in the administration of the transportation program.

The Division expects that all provincial laws, regulations and Division safety guidelines will be observed by drivers, students and Division personnel.

Procedures

1. While the law requires the Division to furnish such transportation, it does not relieve parents from the responsibility of child supervision prior to the child boarding the bus in the morning nor after the child leaves the bus at the end of the school day.
2. Once students board the bus (entering and alighting included), they become the responsibility of the Division. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day or when the student chooses an alternate mode of transportation.
3. Students require a safe, clean, well-regulated bus. Because the driver must give his/her full attention to driving, his/her requests and orders must be obeyed. If a student feels that he/she is being unfairly treated and he/she cannot resolve the problem with the driver, the student is to report the situation with all the details to the Principal of his/her school. The Principal will investigate and try to settle the difference.
4. It is the responsibility of the Principal to review with the student body at the beginning of a school year, and at any other time of the school year as is deemed necessary, the rules, regulations and policies relating to student conveyance. These are outlined in the Transportation Handbooks.
5. Principals or their designates are responsible for the supervision of loading/unloading buses.
6. The Principal is to advise and support a bus driver in the discipline of students on a school bus.
7. Students are responsible for their conduct to the bus driver and through him/her to the Principal of the attending school.
8. The Supervisor of Transportation will be responsible for maintaining and keeping current an on-going school bus safety program.

Reference: Sections 85, 87, 108, 109, 110, 121, 178, 194, 195, 196, 197 Education Act
Highways and Transportation Act
Traffic Safety Act

Administrative Procedure 553 – Appendix

**AP 553 Appendix: SCHOOL BUS SAFETY MANUAL**

- Section 1** General Administration & Operation of Transportation Services
- Section 2** Responsibilities of the Parent(s) or Guardian(s)
- Section 3** Transportation of Special Needs Students
- Section 4** Responsibilities of the Student
- Section 5** Student Conduct on School Buses
- Section 6** Duties and Responsibilities of the School Bus Driver
- Section 7** Procedures Regarding School Bus Collision
- Section 8** Responsibilities of the School Administration
- Section 9** Responsibilities of the Division
- Section 10** Procedures in Inclement Weather
- Section 11** Responsibilities of the Board of Trustees
- Section 12** General and Legal

TRANSPORTATION OFFICE

Turtleford Office 306-845-2150
Fax 306-845-3392
E-Mail transportation@nwsd.ca
Shop 306-845-4107

Rick McKeil (Supervisor of Transportation).... Office 306-845-2150
Cell 306-845-8086
E-Mail rick.mckeil@nwsd.ca

Bus Driver _____

Phone Number _____

SCHOOL BUS TRANSPORTATION IN NORTHWEST SCHOOL DIVISION NO. 203

Preface:

This manual was developed to assist in understanding the school bussing system throughout our division. It provides an overview of specific responsibilities within that system.

Within broad guidelines established by the Board, the responsibility for the school bus transportation system is delegated to the Supervisor of Transportation. The Board has also adopted several specific policies related to school bus discipline, emergency procedures and the like, but it is stressed that a safe and successful transportation operation requires the cooperation and understanding of students, parents, bus drivers, school administration and school board administration.

This manual is published so that students, parents and all others concerned with safe operation of the bussing system have the opportunity to become aware of the major factors and interlocking responsibilities which combine to provide a safe and adequate school bus service.

SECTION 1

GENERAL ADMINISTRATION & OPERATION OF TRANSPORTATION SERVICES

Day-to-day administration of all school bus services is the responsibility of the Transportation Department of the Northwest School Division. School buses in the Division are managed by the Supervisor of Transportation.

Questions or problems relating to specific bus routes should first be asked of the appropriate bus driver. If the matter cannot be satisfactorily answered at that level, it should be referred to the Supervisor of Transportation.

SECTION 2

RESPONSIBILITY OF THE PARENT(S) OR GUARDIAN(S)

1. General:

Parents/guardians will obviously play the key role in influencing their children in all aspects of safety at home, at play, and going to and from school. This is particularly true of younger children.

Parents/guardians are responsible for the supervision of their child prior to the student boarding the bus in the morning. Once students board the bus (entering and alighting included), they become the responsibility of the Division. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day or when the student chooses an alternate mode of transportation.

2. Parents/guardians can promote school bus safety in the following ways:

- a) Review and discuss with student the contents of this booklet, particularly the area regarding their responsibilities.
- b) Provide extra help and guidance during the first several weeks of school, especially for kindergarten and grade one students. The student must have a good understanding of the location of stops, behavior while waiting for buses, behavior while on board, what to do when buses are late, etc. Safety is of the utmost importance and should be emphasized by the parents.
- c) Report in writing any obvious and significant safety problems to the Transportation Department giving specific details as to bus number, date, time, place, etc.
- d) Remind students that even though all vehicles are required by law to stop when flashers are in operation on a school bus, vehicle drivers are sometimes negligent or careless and do not stop when they should. Students are to proceed across the road with the utmost caution.
- e) Promote awareness in other drivers that it is a traffic offence to pass a school bus with its red lights flashing (IN EITHER DIRECTION).

3. What parents/guardians should be aware of regarding school bus service:

- a) Yard service will be provided to homes along provincial highways and major roads.
- b) The above service will be provided only if roads are in suitable condition for such services. It is the responsibility of the parent/guardian living on a bus route to have driveways in a suitable condition.
- c) Students are to be at the bus stop at least five minutes before normal pick-up.
- d) Parents/guardians having problems concerning bus routes or pick-up points should first contact the bus driver. If the matter cannot be resolved with the driver, it should be referred to the Transportation Department.
- e) Be aware that the Board may have surveillance cameras installed on school buses as they deem necessary.
- f) Parents/guardians will be responsible for willful damages to school buses caused by their children.
- g) When the bus transportation privileges of a student are suspended, under the provisions of the School Board Policy, school attendance is still mandatory and the parents/guardians must make their own alternative arrangements. Transportation Assistance Allowance will not be paid in these circumstances.
- h) Be aware of Division procedures relating to general suspension of transportation services due to emergencies such as inclement weather.
- i) Provide a written note or phone call to the driver if your child is to return home by any other route than normal or is not to ride the bus at all. Students will not be allowed off at other stops without written consent of the parents/guardians and approval of the Transportation Department. Under extreme conditions where this cannot be assured, the students will remain on the bus until released to responsible adult care.
- j) Request permission for additional students to ride the bus (i.e. to attend a party, meeting, music lesson, etc.).
- k) A New Bus Stop Conveyance Form ([Form 553-1](#)) must be completed and submitted to the Transportation Department in order to obtain transportation services. Upon approval the Transportation Department will

inform the bus driver to contact the parent/guardian to make arrangements.

- l) It is the responsibility of the parents/guardians to ensure that their children are properly dressed for inclement weather conditions. In order to board school buses during winter, students must have a winter jacket, footwear that is considered as winter wear, head and hand protection. Bus drivers may refuse admittance of students not adequately dressed for winter conditions.
- m) Parents/guardians should inform the bus driver of any special medical conditions or needs of a student.

GUIDELINES REGARDING ITEMS HAULED ON THE SCHOOL BUS

*ONLY ITEMS REQUIRED FOR CURRICULUM
ARE TO BE TRANSPORTED

Lunch containers and books	-	students take care of their own
Skates and student's feet	-	blades must be properly covered placed on the floor at the
Hockey sticks & curling brooms	-	under the seat
Musical instruments	-	small instruments may be held by the students, large instruments to be left in an empty seat, not on the floor by the driver

NOTHING IS ALLOWED IN THE AISLES
NO FIREARMS OR LIVE ANIMALS

Permission to transport anything not mentioned above must be obtained from the Supervisor of Transportation.

SECTION 3

TRANSPORTATION OF SPECIAL NEEDS STUDENTS

Background:

The Division recognizes that both urban and rural students enrolled in the Special Education Programs in this Division may require special transportation considerations. On the recommendation of the Director, urban special needs students may be provided with transportation to and from school. The type of transportation provided will be determined by the Director in consultation with the Supervisor of Transportation. Such transportation shall be subject to approval by the Superintendent of Student Services.

Procedures:

1. Before a decision is made to provide bus service to special needs students, an assessment shall be made of the student's ability to ride the bus.
2. A conveyance form (Form 552-1) shall be completed.
3. The parent/guardian and bus driver shall be made aware of their respective responsibilities.
4. The bus driver shall be informed of any special medical or physical needs of the student.
5. The student shall be properly supervised (if necessary) so the driver can concentrate on driving safely. This is the responsibility of the parent/guardian to arrange adequate student supervision if possible.
6. If bus service is provided, there will be a review of the decision after a one month trial period. This review will include consultation with the parents.
7. In the case of a lift being used in a bus, the parent/guardian shall provide any assistance the handicapped student requires outside the bus either for loading or unloading.

SECTION 4

RESPONSIBILITIES OF THE STUDENT

Students require a safe, clean, well-regulated bus. Because the driver must give his/her full attention to driving, his/her requests and orders must be obeyed. If a student feels that he/she is being unfairly treated and he/she cannot resolve the problem with the driver, the student is to report the situation with all the details to the Principal of their attending school. The Principal will investigate and try to settle the difference.

1. The driver may assign specific seats to students at any time.
2. While the bus is in motion, students must not extend parts of their bodies out of the windows, attempt to get on or off the bus, or move within it.
3. Students must not throw paper or other material on the floor or out of the bus window.
4. While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
5. Scuffling, fighting, smoking, chewing tobacco, drinking alcoholic beverages, using drugs and using obscene language on the school bus is prohibited.
6. Lunching on the bus is at the driver's discretion.
7. Parents/guardians of students causing willful damage to the bus will be held fully accountable.
8. When leaving the bus, students must observe the bus driver's instructions. They are not to cross the road without having a clear view in all directions.
9. In extreme cold or inclement weather, or under hazardous road conditions, students must be properly dressed. It is the responsibility of the parents/guardians to ensure that their children are properly dressed for inclement weather conditions. In order to board school buses during winter, students must have a winter jacket, footwear that is considered as winter wear, head and hand protection. Bus drivers may refuse admittance of students not adequately dressed for winter conditions.
10. Students are advised not to leave personal belongings in the school bus such as lunches, clothing or books.

SECTION 5

STUDENT CONDUCT ON SCHOOL BUSES

The Board believes that bus drivers are an integral part of the staff of the jurisdiction. They serve not only as drivers of school buses for the conveyance of students, but are responsible for safety and conduct of the students while they are on the bus. Students riding on a bus are expected to give the bus driver the same due respect, consideration and co-operation they give their teachers and always and immediately carry out his/her reasonable demands and instructions.

Procedures:

If a student chooses to break a rule, the following consequences will be applied:

- 1st incident Student warned by driver.
- 2nd incident Student assigned designated seat, parents contacted and a Student Conduct Report filed with the principal.
- 3rd incident Principal, parent/guardian, student and driver conference.
- 4th incident Suspension of bus privileges for a designated period of time; parents notified by letter and made responsible for transportation.

The following procedures shall be carried out when it becomes desirable or necessary to suspend a student from riding a school bus:

1. Decisions to permanently suspend a student from riding a school bus shall be made by the Board.
2. The parents/guardians of the student must be personally informed by the Principal (or designate) of the suspensions and the reasons for the suspension prior to the next pick-up time.
3. If the suspension becomes necessary during the evening run and the parents/guardians cannot be notified, the student shall be conveyed to the school the following morning at which time the student and the reasons for suspension shall be presented to the Principal. Under extreme circumstances, the student may be denied conveyance until such time as the parent/guardian and Principal have been so informed.
4. Re-instatement on the school bus may take place:
 - a) where the suspension is for five days or less, a meeting and/or communication with the parent(s)/guardian(s), student, Principal and bus driver whereby the situation is resolved; or
 - b) a meeting with the Director of Education for problem resolution.

SECTION 6

DUTIES AND RESPONSIBILITIES OF SCHOOL BUS DRIVER

The primary responsibilities of the bus driver, at all times, shall be the care and safe conveyance of students to school and home and the bus be operated in a courteous manner.

Guidelines:

The bus driver shall:

- a) be thoroughly familiar with and adhere to transportation policies;
- b) notify parents/guardians regarding time schedules and variations of time schedules;
- c) conduct a bus evacuation drill with the students during the first week of school;
- d) check the bus after dropping off the students at the school in the morning and after the last drop-off at the end of the day to ensure that all students have left the bus;
- e) establish a schedule for his/her route within one week of the beginning of school and ensure that the bus arrives at the school based on the times specified by the Transportation Department;
- f) be at the first school pick-up five minutes before dismissal time;
- g) before leaving the school, ensure that all students are accounted for to the best of their knowledge;
- h) not smoke on the bus loaded or unloaded;
- i) not use a cell phone while operating a school bus;
- j) not be obligated to wait for students if (s)he is on time of her/his bus route;
- k) ensure the bus and equipment is in safe mechanical condition;
- l) ensure the bus interior is clean and that the exterior lights are free of any obstacles.

SECTION 7

SCHOOL BUS COLLISION

The Board believes that a format shall be established, and followed, for the reporting of school bus collisions.

Procedures:

The driver of the school bus must first contact emergency services **when any injuries are sustained**.

If no injuries are sustained, the driver should immediately contact the Bus Shop for their area and relay the following information:

1. Location.
2. Number of students on the bus.
3. Number of vehicles involved.

The Bus Shop must immediately:

1. Contact the RCMP.
2. Send a relief bus to the scene of the accident. The Supervisor of Transportation or designate will attend if possible. Protect the scene until the RCMP gives permission to move vehicles.
3. All parents/guardians will be notified by telephone or by a note sent home with the student.

SECTION 8

RESPONSIBILITIES OF THE SCHOOL ADMINISTRATION

1. General:

School administration is responsible for the day-to-day operation of the school bus system at the school level. This involves the supervision of arrivals and departures and dealing with disciplinary problems. From time to time, safety aspects should be brought to the attention of the students.

2. Arrival and departure of school buses:

The school administration shall:

- (a) arrange for alternate shelter and care if necessary;
- (b) arrange for appropriate supervision of students during loading and unloading of school buses;
- (c) restrict students not riding school buses from using the loading area;
- (d) bring any bus timetabling problems to the attention of the Transportation Department;
- (e) have a clearly understood procedure for students to follow when a bus is missed.

3. Disciplinary action:

Based upon reports submitted by drivers or supervisors of the loading or unloading activities, school administration will deal with each case according to Division policy.

4. Distribution of information:

The Principal shall:

- a) ensure that the regulations, responsibilities and disciplinary channels are made known to staff and students at the beginning of each school year and throughout the year as required;

- b) make available a copy of this handbook for the use of students, parents and guardians;
- c) institute a year-round follow-up program to encourage and continue safety consciousness on the part of all students and teachers;
- d) make every effort to inform parents/guardians of younger children their responsibility to their children in respect to bus safety, expected behavior, and disciplinary measures which will be taken for breach of regulations;
- e) where it deems necessary, coordinate meetings with drivers, students, teachers, parents/guardians and the Transportation Department;
- f) consider the bus driver as an extension of school staff and ensure that any problems are discussed with the driver immediately.

SECTION 9

RESPONSIBILITIES OF THE DIVISION

The Division believes it has a responsibility to make arrangements for the safe conveyance of resident and other students approved by the Division to and from school.

Guidelines:

1. Service is provided for students living in excess of two km from the school of attendance. Service will be provided in urban areas when approved by the Ministry of Education.
2. Door service is provided for students with a handicap and other medical conditions upon application and approval of the Transportation Department.
3. In cases where it is not feasible to provide transportation the Board reserves the right to make payments to parents in lieu of transportation.
4. Yard service will be provided to homes along provincial highways and major roads. This will only be provided if roads are in suitable condition for such services. It is the responsibility of the parents/guardians living on a bus route to have driveways in a suitable condition.

SECTION 10

PROCEDURES IN INCLEMENT WEATHER

Schools are expected to remain open and operational on all designated days of the school year. However, in order to ensure the health and safety of students and Division personnel during periods of severe weather conditions, a decision may be made to suspend the operation of school buses and/or schools.

The Director is authorized to dismiss students, discontinue transportation services, and close schools as emergencies arise. The following criteria may be used as a guideline:

- temperature at or lower than -40 degrees Celsius by no later than 7:00 a.m.
- severe wind chill at or no later than 7:00 a.m.
- severely drifted or extremely icy roads.
- limited visibility because of fog or blowing snow.
- all the above conditions will be determined by key area drivers in consultation with the Supervisor of Transportation.

Procedures for decision to alter/cancel bus transportation (following the above guidelines):

1. The Director or designate may cancel school buses either individually or collectively when weather conditions are so inclement or road conditions are so hazardous as to constitute a safety risk to the students being transported.
2. In the absence of a decision by the Director or designate, the individual driver is granted discretionary power to cancel or alter his/her route to ensure the safety of students being transported.
3. Parents/guardians have the right to decide whether to send students to school in the event of inclement weather; however, that school and their operations will be open and the students will be marked absent. Parents/guardians are urged to notify the school in the event of retaining their student(s).
4. Where the individual driver makes the above decision(s), he/she will advise the parents/guardians and Principal of the respective school and the Supervisor of Transportation.
5. Normal operation of buses will be cancelled by the Director or designate when determined that it is in the interest of safety. This will be done by direct communication prior to 7:00 a.m.

6. Regarding inclement weather, schools **WILL REMAIN OPEN TO STUDENTS** even if any or all school buses are not operating.
7. If extreme weather conditions exist when bus drivers are returning students from school to their homes, the bus driver shall ensure that each student is delivered to his/her home and enters the house. If circumstances make it impossible to deliver the student to his/her home, the driver shall keep the student in the vehicle and, in consultation with the principal, make appropriate arrangements for the safety and well-being of the student.
8. School buses are not to leave schools earlier than their usual times in circumstances of extreme weather.
9. Principals are responsible for establishing billets in town for all bussed students. This should be done no later than October 15th of a school year. The principal is responsible for the safe care of all students and staff at the school until safe transportation is assured.
10. In the event school bus or buses are not operating, in-town students are expected to be in their regular appointed places.

SECTION 11

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Board believes it has a responsibility to make arrangements for the safe conveyance of resident and other students approved by the Board to and from school.

The School Board, as the final authority on all local aspects of school bussing and as elected officials of the community, must try to meet the needs of the community by:

- (a) providing adequate policy statements to give clear direction to all parties concerned with bus transportation;
- (b) delegating to staff members the authority necessary to carry out their responsibilities;
- (c) acting as a final authority when a problem cannot be resolved by the Director of Education or the Transportation Department.

SECTION 12

GENERAL AND LEGAL

The Board, in accordance with the Education Act, shall establish and maintain a system of student transportation that will be operated in accordance with this policy, regulations and guidelines. The Board, believing that students who are transported with school division vehicles are entitled to safe and efficient travel, expects that an efficient route system will be maintained using clean and safe vehicles operated by qualified drivers.

Northwest School Division procedures require that all grievances regarding transportation employees must be submitted in writing and mailed to the Transportation Department in Turtleford. These letters must include a signature and return address. Upon receipt of the letter and after follow up, our office will respond in writing. The Division will not respond to email due to security reasons and the personal nature of the complaint.



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Meadow Lake, SK S9X 1A9
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LLOYDMINSTER OFFICE

**5411 – 50th Avenue
Lloydminster, SK S9V 0R1
Phone: (306) 825-2828**

Administrative Procedure 554

AP 554 - BUS MAINTENANCE AND INSPECTION

Background

The Division shall establish a preventative maintenance program to ensure that buses meet the requirements of the SGI Vehicle Standards and Inspection.

Procedures

1. The maintenance and safety standards are to meet the approval of SGI Vehicle Standards and Inspection (Form 554-1). This inspection is the responsibility of the Bus Garage Foreman who shall report to the Supervisor of Transportation.
 - 1.1 It is the duty of bus drivers to ensure that safety inspection certificates are retained in the buses.
2. All buses in the Division are to meet the requirements of the SGI Vehicle Standards and Inspection "School Bus Log."
3. This log book shall contain the following:
 - 3.1 All safety inspection certificates
 - 3.2 A list of owners
 - 3.3 Vehicle identification
 - 3.4 Daily circle check performed by driver
 - 3.5 Vehicle repair log
4. This log book must be carried in the school bus at all times and be presented to a police, traffic or safety officer, certified mechanic and the Supervisor of Transportation when requested.
5. Regular maintenance is to be carried out by a schedule initiated by the Bus Garage Foreman who reports to the Supervisor of Transportation. This same standard applies to contracted school buses.

Reference: Sections 85, 87, 108, 109, 110, 121, 194, 195, 196, 197 Education Act
Highways and Transportation Act
Traffic Safety Act

Administrative Procedure 555

AP 555 - SPECIAL USES OF BUSES

Background

The Division supports the use of school buses to transport students for educational and school related activities.

The activities which buses may be used for are described in Administrative Procedures 260 – Extra-Curricular Activities and 261 – Educational Trips.

Procedures

1. The Division owned buses are booked by the Principal who shall make arrangements through the Supervisor of Transportation.
2. The Principal shall use the approved list of drivers as provided by the Supervisor of Transportation. Some CUPE requirements may be in effect.
3. The established rate will be set by the Board. Refer to current rates for mileage and per diem costs.
4. The established rate shall include meal money and other legitimate expenses as may be incurred by the driver.
5. The activities which buses may be used for are outlined in the Administrative Procedures referenced above.

Reference: Sections 85, 87, 108, 109, 110, 121, 179, 194, 195, 196, 197 Education Act
Highways and Transportation Act
Traffic Safety Act

Administrative Procedure 556

AP 556 - BOARD OWNED AND CONTRACTED BUSES

Background

There are two (2) methods of bus usage in the Division. These are:

1. Division-owned buses and employee drivers.
2. Contracted buses and drivers.

Procedures

1. Division Owned Buses

- 1.1 When a bus is required to convey students on a route, the Division may, by resolution, purchase a bus and hire a driver.
- 1.2 Payment for bus drivers is calculated according to the rate structure in effect.

2. Contracted Buses

- 2.1 Any contractor interested in providing bus services for the Division must be interviewed before the contract is awarded. Successful contractors must be made familiar with Division policies and procedures. This will include the requirements for bus maintenance and responsibilities regarding the contract and hired drivers.
- 2.2 All contractors will be required to bring their bus into the bus garage for two (2) spot checks of safety related bus items, during the first year of their contract. Other checks will be held periodically (upon request) during the life of the contract.

Reference: Sections 85, 87, 108, 109, 110, 121, 194, 195, 196, 197 Education Act
Highways and Transportation Act
Traffic Safety Act

Administrative Procedure 557

AP 557 - TRANSPORTATION IN PRIVATE VEHICLES

Background

The Division strongly favors the practice of using buses to transport students. However, it recognizes there are times when it is not practical or is inefficient to use buses. In such cases, it is permissible to use private vehicles.

Procedures

1. Private vehicles may be used for regular transportation (in lieu of available bus) provided that parents and guardians may convey students.
2. Private vehicles may be used for learning activities outside of school (Administrative Procedures 260 – Extra-Curricular Activities and 261 – Education Trips) with the following provisions:
 - 2.1 Student drivers are not permitted.
 - 2.2 Drivers must complete an application for automotive driver authorization which must be approved by the Principal annually.
 - 2.3 Drivers must have a minimum class 5 license for a period of five (5) years.
3. Rental or lease of vehicles must include third party liability of at least two million dollars (\$2,000,000).

Reference: Sections 85, 87, 108, 109, 110, 194, 195, 196, 197 Education Act
Highway Traffic Act